

ADMINISTRATIVE MANAGEMENT SOCIETY

GOVERNMENT PAPERWORK MANAGEMENT AWARDS

PAGE	NOMINEE	NOMINATING AGENCY
	Robert E. Beets	General Services Administration
	Miss Frances T. Bourne	Department of State
	Rufus L. Carpenter	Veterans Administration
25X1A9a	[REDACTED]	Central Intelligence Agency
	Robert J. Drummond	Civil Service Commission
	Joseph F. Gorman *	Atomic Energy Commission
	Ira F. Haddock *	Department of the Navy
	Mrs. Phyllis T. Jenness	National Aeronautics & Space Admin.
	Horace H. Kramer	Department of Commerce
	Herbert E. LaCroix	Federal Aviation Agency
	Ollon D. McCool *	Department of the Army
	William J. McLaughlin	Department of Labor
	Bruce McNair	Treasury Department
	Mrs. Mildred C. Portner	Librarian of Congress
	Robert D. Rice	Defence Intelligence Agency
	John M. Riley	Department of Health, Education and Welfare
	Everett E. Shaats	Post Office Department
	William A. Snyder	Defence Supply Agency
	Frank X. Thornton *	Department of the Air Force
	Charles E. Wylie *	Department of Agriculture
	William F. Zimmerman *	Government of the District of Columbia

**ADMINISTRATIVE MANAGEMENT SOCIETY**  
215 OL 9-4300 WILLOW GROVE, PENNSYLVANIA 19090

August 26, 1966

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[REDACTED]

Assistant to the Director  
Central Intelligence Agency  
Washington, D. C. 20505

INVITATION -- BRIEFING

For the second straight year, the Administrative Management Society is sponsoring the Federal Paperwork Management Awards Program. We are greatly encouraged by the significant response to this year's program.

The Awards Program will take place at a Banquet on September 27, 1966 at 7:30 p.m., at the Shoreham Hotel, Washington, D. C., to recognize one or more Federal employees for outstanding efficiency in the management of Government Paperwork. This year, the Society will cite over 20 Federal employees for their efforts in developing programs of great significance in this drive for further advances in cutting Federal Paperwork which results in cost savings and increased efficiency.

The Honorable Elmer B. Staats, Comptroller General of the United States, will be the key speaker at the Awards Banquet in September. The Toastmaster for the Banquet will be Representative Edward P. Boland, Committee Appropriations, House of Representatives. The Awards will be made by our International President, L. W. Lynett, Manager, Administrative Services, IBM Corporation, Armonk, New York.

We would like to present the full AMS Awards Banquet story to you. We would be honored and delighted if you could meet with us, and other invited Public Affairs Officers, at a coffee-break and briefing to be held on September 7, at 10:00 a.m., room 105, National Archives Building, Washington, D. C.

Will you honor us with an affirmative response?

  
ROBERT C. WALTER, EXECUTIVE DIRECTOR

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30 JUN 1966

Mr. Robert C. Walter, Executive Director  
Administrative Management Society  
Willow Grove, Pennsylvania 19090

Dear Mr. Walter:

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The Central Intelligence Agency welcomes the opportunity to nominate Mr. [REDACTED] our Records Administration Officer, for the second annual Federal Paperwork Management Award.

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[REDACTED] has relentlessly pursued a program of improving the Agency's records and paperwork management for a period of fifteen years. Largely as a result of his professional competence and his leadership, we have an Agency-wide program which has significantly benefited the intelligence collection efforts of the Central Intelligence Agency and other elements in our intelligence community. I think his success in applying sound administrative principles to our Agency's complex and unique problems of records management and his efforts to inspire others to improve paperwork management merit public recognition.

I am very interested in all endeavors to improve administration in the Federal Government and wish to express my appreciation to the Officers and the Directors of the Society for focusing attention on professional achievements in the critical area of paperwork management.

Sincerely,

/s/ Richard Helms

Richard Helms  
Director

Enclosure

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